



## WELCOME TO CITY OF ESPOO

### Practical information

#### Small town twinning meeting in Espoo 29<sup>th</sup> of May - 1<sup>st</sup> of June 2018

#### Welcome

City of Espoo welcomes our Nordic friends to the small town twinning meeting in Espoo. All the participants will arrive at the Helsinki airport on 29<sup>th</sup> of May according to own schedule. We are warmly inviting a delegation of 10 participants from each town. We encourage you to send a diverse delegation, including a young person and a delegate with immigrant background.

#### Topics of the visit

As we discussed in the last year meeting, this year the topic of the meeting is employment. We've decided to focus especially on two target groups – the youth and persons with immigrant background. We're hoping that this year's interactive sessions will equip all participants with new ideas and concepts to bring home. We will send you a questionnaire later in February to collect your ideas and topics for which you hope to get answers from other cities and use that when forming the programme of the meeting.

#### Hotel information

We have booked rooms from [Sokos Hotel Tapiola Garden](#), 40 standard class single rooms. It is important that *one* contact person from each town will confirm their own reservation, please confirm your reservation at the latest 2<sup>nd</sup> of April. Guests can enter the rooms from 3 p.m. on day of arrival to 12 noon on day of departure. Please quote the allotment code **CITY OF ESPOO** when making the booking.

#### Room rate/ night

138€ / single room  
158€/ double room

#### Payment:

We recommend you to pay in advance with invoice, which you can get by contacting the hotel (reservations: [sokos.hotels@sok.fi](mailto:sokos.hotels@sok.fi)). Otherwise guests pay individually with cash or credit card.

#### Hotel's contact information

Address: Tapionaukio 3, 02100 Espoo  
Telephone: +358 20 1234 616  
E-mail: [sokos.hotels@sok.fi](mailto:sokos.hotels@sok.fi)



**REGISTRATION TOWN TWINNING MEETING  
IN CITY OF ESPOO  
29<sup>th</sup> of May till 1<sup>st</sup> of June 2018**

|                    |
|--------------------|
| MUNICIPALITY/TOWN: |
| CONTACT PERSON:    |
| TELEPHONE:         |
| E-MAIL:            |

**Name of the participants, job titles and possible dietary restrictions**

|    | <i>Name of the participant</i> | <i>Job title</i> | <i>Dietary restrictions</i> |
|----|--------------------------------|------------------|-----------------------------|
| 1  |                                |                  |                             |
| 2  |                                |                  |                             |
| 3  |                                |                  |                             |
| 4  |                                |                  |                             |
| 5  |                                |                  |                             |
| 6  |                                |                  |                             |
| 7  |                                |                  |                             |
| 8  |                                |                  |                             |
| 9  |                                |                  |                             |
| 10 |                                |                  |                             |

## Your transportation schedules

Expected time of arrival at Helsinki airport: \_\_\_\_\_

Expected time of departure from Helsinki airport: \_\_\_\_\_

*If you need a transport to/from the Helsinki airport, please inform us following:*

Flight number/airline on arrival: \_\_\_\_\_

Arrival time: \_\_\_\_\_

Flight number/airline on departure: \_\_\_\_\_

Departure time: \_\_\_\_\_

Does any of the participants have special requests:

---

---

---

---

---

---

Please confirm your city's participation to the meeting by 2<sup>nd</sup> of April.

**Contact:**

**Milla Ovaska**

Head of International Affairs  
City of Espoo  
Tel. +358 43 8244911  
[milla.ovaska@espoo.fi](mailto:milla.ovaska@espoo.fi)

**Hanna Eskelinen**

Assistant of International Affairs  
City of Espoo  
Tel. +358 43 826 5210  
[hanna.eskelinen@espoo.fi](mailto:hanna.eskelinen@espoo.fi)